The PeopleSoft Human Resources module is set to go live across the University of Maine System on July 7  

To learn how to receive your next paycheck, read on!

**WHAT TO EXPECT**

Through PeopleSoft, all University System PAYROLL functions will be controlled ONLINE.

**ON JULY 7, EMPLOYEES ON EVERY CAMPUS NEED TO KNOW:**

1. Your USER ID and PASSWORD  
2. How to LOG ON to the web-based program  
3. How to REPORT time-and-leave online  
4. How to APPROVE time-and-leave online (supervisors only)

**THE BENEFITS OF PEOPLESOFT**

PeopleSoft replaces administrative systems that had become inadequate to support the University System. The ability to access and update information online, and to perform other self-service functions, will greatly improve the speed and accuracy of our information systems. The changes in how we conduct business will greatly enhance the quality of service to employees and enable all of us to work more effectively.

**FEATURES OF THE HUMAN RESOURCES MODULE**

- Easy online entry and approval of leave time and hours worked  
- Improved reporting of leave balances, deductions, and tax information on your check stub  
- The ability to view your own employee information online and update fields such as address and phone (More information regarding PeopleSoft’s self-service functions will appear in the next newsletter)  
- A new benefits enrollment form with premium information that will enable you to make better educated benefit elections

**HELP DESK**

If you encounter problems logging on or entering time-and-leave:  
1. Talk to your SUPERVISOR  
2. Call the UNET HELP DESK (561-3587)  

   Monday-Friday: 7 a.m. - 10 p.m.  
   Saturday: 8 a.m. - 5 p.m.

**IN THIS ISSUE**

- Logging On  
- User ID/Password  
- Getting Help  
- Advantage Accounts  
- Time-and-Leave Entry  
- Security  
- Training Contacts  
- Campus Contacts
LOGGING ON
Employees will log on through the PeopleSoft Access link on www.maine.edu beginning July 7.

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USER ID and PASSWORD
As a security feature, Social Security Numbers will NOT be used to log onto PeopleSoft. Employees will access PeopleSoft using their UMS Logon ID and Password.

NOTE: Your UMS Logon ID takes the form of username@maine.edu. You may already know this as your UNET ID, or your ID for CICS, CMS, WebFAST, Financier, or in many cases, your e-mail.

The following scenarios will help answer questions you may have regarding your ability to log on:

SCENARIO 1: You already know your UMS ID and password.
SOLUTION: You are ready to log onto PeopleSoft beginning July 7.

SCENARIO 2: You already have a UMS ID and password but don’t remember one or both.
SOLUTION: Call your campus Help Desk (listed below) or the UNET Help Desk (561-3587) for assistance with reactivating your account.

SCENARIO 3: You don’t have a UMS ID, your account is inactive, or your password has expired.
SOLUTION: You will be contacted with information about your Logon ID. If you have not been contacted by July 7, call your campus Help Desk (listed below) or the UNET Help Desk (561-3587) for assistance.

CAMPUS HELP DESKS
For assistance activating your UMS ID and/or password only. All other questions should be directed to the UNET Help Desk (561-3587).

UMA/Univ. College ...... 621-3022
UMF .......................... 778-7300
UMFK .......................... 834-7525
UMM ............................ 255-1237
UMPI ............................ 768-9626
UM ................................ 581-2506
USM ............................... 780-4029
SWS .............................. 561-3587

ADVANTAGE ACCOUNT FSA
(Flexible Spending Account)

- Enrolled employees will continue to submit paper documentation to obtain FSA reimbursement.
- FSA reimbursements will be distributed bi-weekly to all enrolled employees via live checks (not direct deposit).
- The first PeopleSoft FSA reimbursement will be processed on July 23.
- FSA check stubs and new quarterly statements will relay more detailed information regarding claims.

Further details of the new features of Advantage Account FSA reimbursement will be communicated directly to enrolled employees.

If you are interested in learning more about the program, log onto http://www.maine.edu/bene.html for information and enrollment forms.

SECURITY
PeopleSoft is a highly secure, password-protected program that allows users to access only those records under their authorization. PeopleSoft has been implemented in more than 2,000 institutions worldwide, including the U.S. Government, state governments, and more than 200 institutions of higher education. The secure nature of the PeopleSoft system is recognized by all of those organizations and was a top priority of the University of Maine System in selecting the program.
TIME-AND-LEAVE ENTRY

The Basics:

1. All existing employee records will be converted and ready when the switchover is made July 7.
2. The easy-to-use PeopleSoft interface screen will resemble a time sheet, customized to your work group, with instant error feedback.
3. Since PeopleSoft contains nightly mechanisms for checking the accuracy of hours entered, **time must be entered as it is worked.**
4. Classified employees will report times daily; student employees will report time at the end of each day or job worked; professional staff will report only sick leave and annual leave time.
5. Supervisors will approve time each Monday morning. There is no recourse for correcting time once it has been approved, so adjustments will not be effective until the next payroll. Paychecks will continue to be issued on the same bi-weekly and monthly schedule.

Time-and-Leave Notes:

- Employees without computers will have access arranged through their supervisor
- Professional employees will enter June sick leave and annual leave time after July 7
- Student employees will enter the prior week’s time in the week of July 7
- For all non-represented employees (professional and classified), full-time faculty, service and maintenance unit employees, and police unit employees, the “leave carry forward date” will change to Dec. 31 (previously Aug. 31). That means any accrued leave will now be forfeited if not used by Dec. 31. Further information will be circulated by Human Resources.

HELPFUL WEB SITES

| Complete info and overview                  | http://www.maine.edu/peoplesoft/ |
| University of Southern Maine info          | http://www.usm.maine.edu/erp/     |
| Newsletter archives                        | http://www.maine.edu/peoplesoft/news.html |
| Feedback and questions                     | http://www.maine.edu/peoplesoft/contact.html |

TIME-AND-LEAVE TRAINING

CAMPUS CONTACTS

PeopleSoft time-and-leave training sessions are underway on all campuses. In some cases, online tutorials will provide sufficient training and a classroom-style session will not be necessary.

Please contact the following campus representatives with any TRAINING questions:

<table>
<thead>
<tr>
<th>UMA:</th>
<th>Colleen Spencer ........ <a href="mailto:colleen@maine.edu">colleen@maine.edu</a> or 621-3464</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMF:</td>
<td>Laurie Gardner .......... <a href="mailto:lgardner@maine.edu">lgardner@maine.edu</a> or 778-7272</td>
</tr>
<tr>
<td>UMFK:</td>
<td>Benita Ouellette ...... <a href="mailto:benita@maine.edu">benita@maine.edu</a> or 834-7554</td>
</tr>
<tr>
<td>UMPI:</td>
<td>Nancy Jackson .......... <a href="mailto:jacksonn@umpi.maine.edu">jacksonn@umpi.maine.edu</a> or 768-9524 or Barbara Lambert <a href="mailto:..lambert@umpi.maine.edu">..lambert@umpi.maine.edu</a> or 768-9549</td>
</tr>
<tr>
<td>UMM:</td>
<td>Joan Getchell .......... <a href="mailto:getchell@maine.edu">getchell@maine.edu</a> or 255-1220</td>
</tr>
<tr>
<td>UM:</td>
<td>Kevin Foss ............. <a href="mailto:kfo@maine.edu">kfo@maine.edu</a> or 581-1579</td>
</tr>
<tr>
<td>USM:</td>
<td>Linda Boody .......... <a href="mailto:boody@usm.maine.edu">boody@usm.maine.edu</a> or 780-5385</td>
</tr>
<tr>
<td>SWS:</td>
<td>Hope Eaton ............... <a href="mailto:heaton@maine.edu">heaton@maine.edu</a> or 561-3300</td>
</tr>
<tr>
<td>University College:</td>
<td>Judy Jewell ............ <a href="mailto:judy@maine.edu">judy@maine.edu</a> or 621-3409 or Lorraine Theriault <a href="mailto:lorraine@maine.edu">lorraine@maine.edu</a> or 621-3402</td>
</tr>
</tbody>
</table>
PEOPLESOFT CAMPUS CONTACTS

The following representatives are available for questions regarding PeopleSoft implementation on each campus:

UMA:
Sheri R. Stevens ................................... sheri@maine.edu or 621-3110
Colleen Spencer .................................. colleen@maine.edu or 621-3464

UMF:
Laurie Gardner ................................. lgardner@maine.edu or 778-7272
Lisa Turner ....................................... turnerl@maine.edu or 778-7246
Ernestine Hutchinson ....................... eleight@maine.edu or 778-7103

UMFK:
Benita Ouellette ................................ benita@maine.edu or 834-7554

UMPI:
Nancy Jackson .................................... jacksonn@umpi.maine.edu or 768-9524
Lisa Turner ....................................... turnerl@maine.edu or 778-7246
Ernestine Hutchinson ....................... eleight@maine.edu or 778-7103

UMM:
Joan Getchell .................................... getchell@maine.edu or 255-1220

UM:
Human Resources ......................... 581-2362 or 581-1581
Time-and-Leave ...................... 581-3700, 581-3710, or 581-3713
Benefits ....................................... 581-2366

USM:
Linda Boody (HR) ............................ boody@usm.maine.edu or 780-5385
Cathy Madore (Time-and-Leave) ..... cmadore@usm.maine.edu or 780-5114
Nancy Pattershall (Benefits) ............. nancyp@usm.maine.edu or 780-5653

SWS:
Ann Gravelle (HR) ............................ anngr@maine.edu or 973-3371
Susan Apgar (Time-and-Leave) .... opaypers@maine.edu or 973-3320
Kim Hikel (Benefits) ....................... hikel@maine.edu or 973-3374

University College:
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Lorraine Theriault ............................. lorraine@maine.edu or 621-3402